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MAY 18 1953

MEMORANDUM FOR: Mr. Wilfred L. Peel

SUBJECT: Central Processing.

1. Reference our conference this morning concerning implementation of the A-ED/A's memorandum dated 8 May 1953 (ER-4-0012).

2. The Personnel Office feels that the following assignments of responsibility to it, insofar as transportation functions are concerned, will meet the objectives stated in referenced memorandum:

a. Personal Itineraries:

CPE to arrange with the traveller, and, after arrangement, to actually make the reservations with the appropriate carrier. Pick up tickets. CPE to determine contacts with carriers who should be cleared for continuing use and arrange with Security Office for clearances.

b. Unaccompanied Personal Baggage:

CPE will brief traveller on all details of shipping such baggage, including obtaining from PMS an appropriate identity number for the shipment and the bill(s) of lading necessary to effectuate the shipment. Technical guidance will be furnished CPE by PMS.

c. Household Effects:

CPE will brief traveller on all details of delivering household effects to a packer. Contracts with and clearances of individual packers will be the responsibility of the Logistics Office. Once household goods have been delivered to a packer, and PMS notified thereof by the CPE, the responsibility for the expeditious movement of the household goods will be that of the PMS.

d. Automobiles:

CPE will brief the traveller on all details of delivery of automobiles to the port of embarkation, including the furnishing of necessary tags and other forms which will be obtained by CPE and PMS. Once the automobile has been delivered to the port, and PMS notified thereof by the CPE, the responsibility for the expeditious movement of the automobile will be that of the PMS.

e. Passports, Visas,

CPE will brief traveller on all details of obtaining these items, including assisting in executing forms of application, etc. CPE will be responsible for pick-up and delivery messenger service for these items.

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f. Dependents:

(1) Those in Washington, D. C. Area.

CPB will call in for interview and processing in accordance with above.

(2) Those outside the Washington, D. C. Area.

CPB will call in for interview and processing all adult dependents in accordance with above. (This is a departure from present operations whereby processing of such dependents is handled by PMB generally by mail.

g. Estimated Time of Arrival Cables:

CPB will prepare ETA cables and deliver to the Foreign Division concerned for release.

3. Performance of the above described functions is to be by personnel on the T/O of the CPB. The present PMB messenger would have to be transferred to the Personnel Office. ETA cable preparation will also require additional help. Assumption of the reservation function will require additional personnel but this Office is in no position to estimate the exact number required at this time. This decision should be based upon PMB's estimate of the workload.

4. We would like to observe that none of the discussions we have had have touched upon the complete covert transportation functions which involve the handling of staff agents and similar categories of covert personnel. These functions have been and are now being performed by members of the CPB. It is assumed that such arrangement will continue in effect.

SIGNED

W. H. H. MORRIS, JR.  
Assistant Director (Personnel)

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